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ADMINISTRATIVE AND FINANCIAL MATTERS

PROGRAMME BUDGET FOR THE BIENNIUM 2000-2001

Revised work programme of the secretariat and resource requirements

Note by the Executive Secretary

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I. INTRODUCTION

A. Scope

1. This document contains the revised programme of work of the UNFCCC secretariat for the biennium 2000-2001. It supersedes the draft programme of work submitted to the Subsidiary Body for Implementation at its tenth session (SBI 10) in document UNFCCC/SBI/1999/4/Add.1. The revised programme of work reflects the programme budget for the biennium recommended by SBI 10 for adoption by the fifth session of the Conference of the Parties (COP 5), as well as guidance on programme content derived from the discussion on the programme budget initially proposed by the Executive Secretary. It represents the secretariat's best estimates of its work over the next two years and will be adjusted in response to decisions and guidance, including on resource implications, emanating from the Conference of the Parties and its subsidiary bodies.

2. The work programme notes, but does not incorporate, two outstanding contingencies relating to work on matters related to consideration of communications from non-Annex I Parties and on the provision of conference services should these not be available from the regular budget of the United Nations.

3. The annexes to the description of programme activities show the distribution of approved core staff through the programme structure (annex I) and compare budget data for the biennium 2000-2001 with those for the current biennium (annex II).

4. A table summarizing estimated resource requirements for activities that could be carried out with supplementary funding is included as annex III. Further information concerning the components of the table can be provided to SBI 11, if requested. The activities actually carried out will respond to demands and priorities. Detailed descriptions would be made available in due time to Parties that express interest in such activities and in providing supplementary funding for them. At this time, it is important to emphasize that the recommended core budget for 2000-2001 does not include provision for the funding of workshops that have been or may be requested by Convention bodies. All such workshops would require supplementary funding.[1]

B. Explanation of revisions

5. The recommended programme budget provides for programme expenditures (excluding overheads and working capital reserve) of US$ 11,043,100 and US$ 11,256,900 in 2000 and 2001 respectively (excluding the two above-mentioned contingencies) and a staffing table of 78.75 posts in 2000 and 81 posts in 2001. Compared with the resource levels proposed by the Executive Secretary to SBI 10, these agreed levels represent reductions of some US$ 2,909,000 (21 per cent) in programme expenditures for 2000 and US$ 2,786,900 (20 per cent) in those for 2001. The agreed staffing table provides for 19 fewer posts in each year. Corresponding

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[1] Each programme has been allocated approximately US$ 35,000 to support expert groups, which may be used to support the participation of non-Annex I Party representatives in workshops.

revisions have therefore been made in the programme of work of the secretariat, particularly in relation to planned outputs and results. Some adjustments have also been made in the programme structure in order to maintain balance and coherence in the secretariat's work.

1. Structure

6. As regards structure, the proposed programme on "emerging issues" has been broadened and renamed the "Planning, Coordination and Emerging Issues (PCEI)" programme. It contains two substantially scaled-down subprogrammes undertaking work on cooperative mechanisms and emissions trading; the first of these subprogrammes will give priority to work on the pilot phase of activities implemented jointly and preparatory work on the clean development mechanism. In addition, the Management and Coordination subprogramme of PCEI will take on responsibility for analysis of new and cross-cutting issues and for ensuring the coherence of the substantive work of the secretariat in preparing for the first session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol. It will in this way support the Executive Secretary in strategic planning and in overseeing the implementation by the secretariat of decision 8/CP.4.[2]

7. The programme currently labelled Resources, Planning and Coordination (RPC) has been renamed the Conference Affairs and Resource Management (CARM) programme in order to reflect better the programme's breadth of responsibilities, including those relating to the financial management and administration of the secretariat.[3]

8. The arrangement whereby a programme coordinator is designated as Deputy Executive Secretary has been retained. This does not have budgetary implications but strengthens the capacity of the Executive Direction and Management programme.

2. Content

9. The revised work programme maintains the previous provisions for work on transfer of technology, as well as for the launch of new work on Article 4.8 and 4.9 of the Convention and on compliance procedures. It also maintains a coordinated approach to work by different subprogrammes on the quality, analysis, management and dissemination of inventory data.

10. As a result of the approved levels of resources for programme activities, expectations for outputs in certain areas have been scaled down. These include scientific outreach and liaison with the IPCC (in S&T), as well as substantive liaison with the Global Environment Facility

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[2] For the full texts of decisions adopted by the Conference of the Parties at its first, second, third and fourth sessions, see documents FCCC/CP/1995/7/Add.1, FCCC/CP/1996/15/Add.1, FCCC/CP/1997/7/Add.1and FCCC/CP/1998/16/Add.1, respectively.

[3] In the presentation of the revised programme budget at the conclusion of SBI 10, the title "Intergovernmental and Conference Support" programme had been used.

(GEF) (in IMP). The Outreach subprogramme of the Information and Outreach programme has been reduced to one professional post; thus the aim of an enhanced cooperative relationship with other United Nations bodies, convention secretariats and non-governmental organizations will be fulfilled only if supplementary funding is available. Supplementary funding will also be needed for work on the dissemination of information and the preparation of information products related to the Kyoto Protocol mechanisms. Planned activities related to the facilitation and coordination of capacity-building activities in this and other areas have been pared down to a minimum.

11. Work on trade and environment will not be pursued, though the Implementation Process subprogramme will hold a watching brief on this subject. The preparation of the report on implementation will be dependent on supplementary fund-raising.

12. As in the past, work on the development and dissemination of information products and the strengthening of the communication capacity of national focal points will not be funded through the core budget.

3. Presentation

13. The information on programme activities is presented using a standard template, an explanation of which is provided in the table below. The document is organized into sections and subsections corresponding to the programmes and subprogrammes of the secretariat. An explanation of the abbreviations used in the document is contained in annex IV.

EXPLANATION OF THE TEMPLATE USED IN THE REVISED PROGRAMME OF WORK

Overview of responsibilities	A brief description of the main responsibilities assigned to the subprogramme.
Expected results	Goals which will have been achieved by the end of the biennium. *Mandate:* Convention articles, Kyoto Protocol articles and COP and subsidiary body decisions, that provide the mandate for each goal. *Means:* The activities that will be undertaken to achieve the goal. *Results:* Products and other deliverables that the activities will generate.
Limits	The guidelines followed, and assumptions used, in preparing the subprogramme's programme of work. Limits to activities to be undertaken, including specification of activities that will not be undertaken.
External linkages	Agencies, governments, departments, programmes and other entities with which the subprogramme will have substantial contact.
Posts required	Posts required in the core budget to ensure completion of the above-specified results.
Other resources required	Core budget resources (other than for posts) that will be required to ensure completion of the above-specified results.
Resources from outside the core budget	Resources which will be sought from supplementary funding sources to support activities and projects related to the work of the subprogramme.

II. REVISED PROGRAMME OF WORK OF THE SECRETARIAT FOR THE BIENNIUM 2000-2001

A. Executive Direction and Management (EDM)

Overview of responsibilities	Managing the secretariat and securing its resource base; providing advice to the Convention bodies and their officers; representing the Convention; promoting partnerships with other organizations.
Expected results	*Mandate for all items listed below:* Article 8. 1) The secretariat is managed efficiently and effectively, in a way which maximizes its ability to respond to the needs of the Convention bodies. *Means:* Recruiting programme coordinators and other senior staff; approving proposals for appointment and promotion of staff; in consultation with a management group of programme coordinators and other senior staff: setting programme priorities, ensuring coordination among programmes, establishing the secretariat's financial and personnel policies and procedures, in the framework of United Nations regulations and rules, and overseeing their application; promoting internal planning processes; promoting information flow throughout the secretariat, *inter alia*, by convening staff meetings. *Results:* Well-managed secretariat resources; motivated and capable staff. 2) The work of the secretariat is adequately planned and funded. *Means:* Preparing a secretariat-wide programme budget that anticipates the needs of the Convention bodies, and monitoring its implementation; seeking contributions to the secretariat's trust funds for participation and supplementary activities; overseeing the preparation of projects for supplementary activities, in conformity with overall programme priorities. *Results:* Adequate contributions to the core budget and other trust funds; effective delivery of agreed work programme. 3) Information flowing into and out of the secretariat is effectively managed and tracked. *Means:* Recording, tracking and following up on correspondence and incoming postal, courier, facsimile and e-mail communications, with the assistance of a secretariat-wide network of mail focal points; maintaining a correspondence filing system. *Results:* Timely replies to correspondence by the appropriate official; searchable electronic archive of correspondence. 4) The COP, its subsidiary bodies, and their Bureaux receive timely, coherent and appropriate advice and substantive inputs. *Means:* Reviewing and writing documentation; providing advice and briefs. *Results:* Coherent and coordinated secretariat responses to intergovernmental mandates; COP decisions are based on sound procedures and full background information.

Expected results *(continued)*	5) The views of the Convention bodies, and the secretariat, as appropriate, are communicated effectively to partner agencies, conferences and other events and information from these processes is brought into the Convention process. *Means:* Attending and delivering statements at meetings of partner agencies' supervisory bodies and other key meetings; preparing written inputs; overseeing and coordinating the secretariat's participation in meetings; maintaining ad hoc correspondence. *Results:* Effective representation of the Convention, providing accurate information to other bodies; improved information base for Convention bodies on related processes. 6) Organizations of the United Nations system cooperate in providing an enhanced response to the needs of the UNFCCC process. *Means:* Convening meetings and consultations with the heads of other secretariats, programmes and organizations; sharing information, undertaking joint activities and assigning lead roles. *Results:* Documentary and other technical inputs to Convention bodies and processes; more effective use of resources in United Nations system work on climate change.
Limits	The Executive Secretary is directly accountable to the COP regarding the implementation of its policies and programmes of work and the use of its financial resources. She/he is accountable to the Secretary-General of the United Nations concerning the observance of financial and personnel rules and regulations within the context of a delegated authority. The activities listed under items 2 and 4 will be undertaken with support from the PCEI and CARM programmes. Those listed under items 3, 5 and 6 will be undertaken with support from the IO programme.
External linkages	Secretary-General of the United Nations and senior United Nations officials; ministers and other heads of delegation; government representatives; heads of partner agencies, departments and programmes; key non-governmental actors.
Posts required	ASG Executive Secretary; P-5 Special Assistant to the Executive Secretary; P-2 Programme Officer (as at 1 April 2000); two GS Secretaries; GS Registry Assistant; GS Registry Clerk; GS Messenger. A Deputy Executive Secretary, designated from among the programme coordinators, advises and assists the Executive Secretary and carries out ad hoc tasks in this context, while performing the task of directing and coordinating the programme that she/he heads. The staff costs of this arrangement are borne by that programme.
Other resources required	- temporary assistance ($12,600 in 2000; $13,070 in 2001) - overtime ($16,970 in 2000; $17,220 in 2001) - travel on official business ($90,010 in 2000; $90,010 in 2001)
Resources from outside the core budget	Supplementary (Bonn Fund) resources will be required to meet the costs associated with a GS Driver/Messenger post.

B. Planning, Coordination and Emerging Issues (PCEI)

(i) Cooperative mechanisms subprogramme (PCEI/CM)

Overview of responsibilities	Supporting the design and development of the mechanisms envisaged in Articles 12 (clean development mechanism (CDM)) and 6 of the Protocol; supporting the implementation of AIJ under the pilot phase and its review; and promoting exchange of information and experience on cooperative mechanisms.
Expected results	1) Support is provided for the implementation of the work programme on mechanisms with priority given to the CDM (including implications of Article 12.10 of the Protocol): *Mandate:* Decisions 1/CP.3 and 7/CP.4. *Means:* Supporting the chairpersons of the subsidiary bodies in preparing syntheses of proposals by Parties and draft appendices thereto; preparing miscellaneous documents with submissions by Parties; convening and participating in technical workshops and meetings; providing technical support (such as organizing expert groups, maintaining a roster of experts, preparing technical papers, facilitating/conducting technical reviews); providing organizational support. *Results:* Syntheses of proposals, including technical appendices; miscellaneous documents; reports to Convention bodies. 2) The in-depth review of the AIJ pilot phase is supported; practical options relating to methodological issues are developed; opportunities exist for developing country Parties to enhance their capacity-building and for all Parties to gain further experience with AIJ. *Mandate:* Decisions 5/CP.1, 8/CP.2, 10/CP.3, and 6/CP.4; conclusions of the SBSTA at its third and fifth sessions; conclusions of the subsidiary bodies at their tenth sessions. *Means:* Preparing synthesis and update reports; convening and participating in technical and regional workshops; preparing a draft proposal for revising the uniform reporting format; collecting inputs and reviewing literature with a view to developing practical options on the list of methodological issues. *Results:* Synthesis and progress reports; miscellaneous documents; draft proposal for the SBSTA on a revised uniform reporting format. 3) Support is provided for the implementation of the work programme on mechanisms with respect to Article 6. *Mandate:* Decisions 1/CP.3 and 7/CP.4. *Means:* Supporting the chairpersons of the subsidiary bodies in preparing syntheses of proposals by Parties and draft appendices thereto; preparing miscellaneous documents and providing technical and organizational support, as appropriate. *Results:* Syntheses of proposals, including technical appendices; miscellaneous documents; reports to Convention bodies. 4) Parties and other actors engaged in activities related to the CDM, the AIJ pilot phase and Article 6 issues, are able to share information and experience through informal dialogue processes. *Mandate:* Decision 7/CP.4. *Means:* Organizing a forum on cooperative mechanisms (to be held in conjunction with meetings of the Convention bodies). *Results:* Progress reports to the Convention bodies; greater levels of coordination and cooperation between various actors.

Limits	Resources allocated to item 1 before COP 6 would be utilized towards meeting any new requirements arising from decisions by COP 6. The nature and scope of work on AIJ depends on decisions taken by COP 5 regarding the pilot phase and the progression beyond.
External linkages	Parties' national AIJ/JI programmes; United Nations agencies; relevant IGOs and NGOs.
Posts required	D-1 Manager/Deputy Coordinator; two P-3 Programme Officers; GS Secretary.
Other resources required	- consultants ($70,000 in 2000; $55,000 in 2001) - travel on official business ($35,000 in 2000; $35,000 in 2001)
Resources from outside the core budget	Supplementary resources will be required to support information and networking activities and workshops, as well as any activities Parties may request on capacity-building.

(ii) Emissions trading subprogramme (PCEI/ET)

Overview of responsibilities	Supporting the design and development of emissions trading pursuant to Article 17 of the Protocol.
Expected results	1) Support is provided for the implementation of the work programme on mechanisms with respect to emissions trading regarding the definition of relevant principles, modalities, rules and guidelines, in particular for verification, reporting and accountability. *Mandate:* Decisions 1/CP.3 and 7/CP.4. *Means:* Supporting the chairpersons of the subsidiary bodies in preparing syntheses of proposals by Parties and draft technical appendices thereto; preparing miscellaneous documents with submissions by Parties; convening and participating in technical workshops and meetings; technical and organizational support. *Results:* Syntheses of proposals, including technical appendices; miscellaneous documents. 2) Parties and other actors engaged in activities related to the design and development of emissions trading are able to share information and experience through informal dialogue processes. *Mandate:* Decision 7/CP.4. *Means:* In conjunction with PCEI/CM, organizing a forum on emissions trading (to be held in conjunction with meetings of the Convention bodies). *Results:* Progress reports to the Convention bodies; greater levels of coordination and cooperation between various actors.
Limits	The resources allocated to item 1 before COP 6 would be utilized towards meeting any new requirements arising from decisions by COP 6.
External linkages	National emissions trading programmes and related initiatives; United Nations agencies; relevant IGOs and NGOs.

Posts required	P-5 Manager; P-4 Programme Officer.
Other resources required	- consultants ($20,000 in 2000; $15,000 in 2001) - travel on official business ($25,000 in 2000; $25,000 in 2001)
Resources from outside the core budget	Supplementary resources will be required to support information and networking activities and workshops, as well as any activities Parties may request on capacity-building.

(iii) Management and coordination subprogramme (PCEI/MC)

Overview of responsibilities	Managing the PCEI programme; representing the secretariat externally; guiding and ensuring coherence in the work on mechanisms and monitoring new emerging issues.
Expected results	1) The programme's staff, financial resources, and activities are managed in a way that maximizes fulfilment of needs identified by the Convention bodies and contributes to the overall management and effective operation of the secretariat. *Mandate:* Article 8; decision 6/CP.1. *Means:* Identifying priorities for allocation of resources and raising supplementary funds, as needed; recruiting and motivating competent staff, appraising their performance and promoting their career development; coordinating and guiding the work of the subprogrammes; providing information and advice to programme staff; maintaining liaison with administration (CARM/FMA) on behalf of the programme; maintaining a correspondence filing system and liaising with registry (EDM); contributing, through the secretariat's management group, to overall secretariat management and to the establishment and application of secretariat policies and procedures. *Results:* Budgets and detailed work plans for each subprogramme and the programme as a whole; programme fully staffed with competent, informed and motivated individuals; timely outputs of high quality, coordinated with those of other programmes. 2) Emerging issues are identified and initial actions are taken by the secretariat; strategic planning is carried out to ensure coherence of approach. *Mandate:* Article 8. *Means:* Providing advice on cross-cutting issues; analysing new concepts; participating in conferences, seminars and workshops; monitoring new developments in, and servicing the relevant aspects of, the intergovernmental process. *Results:* The secretariat is better prepared to address emerging issues in a coordinated and coherent manner and provide advice thereon to the Convention bodies. 3) Support is provided for the implementation of decision 8/CP.4, through organized consultation within the secretariat to ensure coherence of inputs to the intergovernmental process. *Mandate:* Article 8; decision 8/CP.4. *Means:* Analysis of the various elements identified in decision 8/CP.4 and their linkages; participating in relevant conferences, seminars and workshops; monitoring inputs to, and servicing the relevant aspects of, the intergovernmental process. *Results:* Inputs to intergovernmental work on elements in decision 8/CP.4; coherent outputs from that work.

Expected results *(continued)*	4) Cooperation with other agencies is developed and promoted. *Mandate:* Article 8; decisions 6/CP.1, 6/CP.4 and 7/CP.4. *Means:* Maintaining correspondence; convening meetings and other gatherings, as appropriate; promoting and coordinating contact by subprogrammes and programmes in conferences, seminars and workshops. *Results:* Exchange of relevant information between Convention bodies and external processes.
Limits	Guidance from the Convention bodies and their Bureaux; guidance from the Executive Secretary on managerial issues, including on overall secretariat priorities and criteria for recruitment of staff.
External linkages	Bureaux of the Convention bodies; Parties; relevant United Nations agencies; IGOs and NGOs competent in programme-related matters, particularly in the mechanisms (including business, and finance/development institutions).
Posts required	D-2 Coordinator; P-3 Programme Officer; GS Secretary; GS Administrative Assistant (part-time).
Other resources required	- temporary assistance ($19,260 in 2000; $19,320 in 2001) - overtime ($8,480 in 2000; $8,610 in 2001) - consultant ($22,000 in 2000; $22,000 in 2001) - travel on official business ($34,000 in 2000; $34,000 in 2001) - experts ($35,000 in 2000; $35,000 in 2001)
Resources from outside the core budget	None.

C. Science and Technology (S&T)

(i) Methodology subprogramme (S&T/METH)

Overview of responsibilities	Analysing information and developing techniques to ensure that information (e.g., related to GHG inventories, projections, climate change impacts and adaptation) is reported in a transparent and consistent manner by all Parties to the Convention and the Protocol.
Expected results	1) The requests of governments for preparatory work for COP 6 related to guidelines, modalities and rules under Articles 5 and 7 of the Protocol are met; issues related to recalculations, assigned amounts and land-use change and forestry are analysed; policy options related to possible COP decisions are identified. *Mandate:* Articles 3, 5, and 7 of the Protocol; decisions 4/CP.1, 9/CP.2, 8/CP.4, 9/CP.4 and 13/CP.4; conclusions of the SBSTA at its ninth session. *Means:* Building on revised reporting guidelines for Annex I Parties, integrating information related to the Kyoto Protocol mechanisms; compiling information; convening expert meetings; preparing documentation; coordinating with the IPCC, OECD, IEA and other international organizations. *Results:* Documents on national systems; guidelines related to Articles 5 and 7 of the Protocol.

Expected results *(continued)*	2) Information related to Article 3.3 and 3.4 of the Protocol is analysed; options are developed for possible COP decisions. *Mandate:* Article 3 of the Protocol; decision 9/CP.4; conclusions of the SBSTA at its ninth session. *Means:* Coordinating with the IPCC; compiling information; convening workshops a expert meetings; preparing documentation. *Results:* Initial discussions related to consideration of Article 3.3 and 3.4 of the Protocol; technical documents and papers. 3) GHG inventory data from non-Annex I Parties are analysed from a methodological perspective in support of decisions by Parties, as appropriate, to enhance further the comparability and focus of the reported inventory data. *Mandate:* Articles 4 and 12; decisions 4/CP.1, 8/CP.1, 10/CP.2 and 12/CP.4. *Means:* Compiling information; preparing documentation; convening expert meetings coordinating with other international organizations. *Results:* Technical documents; revisions for reporting GHG emissions in national communications of non-Ann x I Parties, as appropriate. 4) In support of the needs of Parties, particularly developing countries, information o methods, including possible decision tools, for assessing alternative adaptation strateg and technologies, is compiled in support of national communications. The informatio will also aim to respond to needs related to stage II adaptation activities of non-Annex Parties, the CDM, and Article 4.8 and 4.9. *Mandate:* Decisions 9/CP.2, 9/CP.3, 2/CP.4 and 5/CP.4; conclusions of the SBSTA a its sixth session. *Means:* Consulting experts; compiling information; preparing documentation; liaising with relevant international organizations (UNEP, GEF, STAP). *Results:* Technical documents on available methods to assist Parties in identifying adaptation strategies. 5) Methods for making projections of GHG emissions and sinks are analysed; information is developed to provide a basis for Parties to assess progress towards the achievement of commitments under the Protocol. *Mandate:* Decisions 4/CP.1 and 9/CP.2; conclusions of the SBSTA at its sixth sessio *Means:* Convening an expert meeting; compiling information. *Results:* Technical documents on available methods to estimate future energy-related emissions and, if possible, emissions from other sectors. 6) GHG inventory methods related to HFCs, fuel sold for international transport, electricity trades and other special issues are analysed and options are identified for consideration by Parties; extensive coordination is undertaken with other intergovernmental bodies to develop appropriate policy options. *Mandate:* Decision 2/CP.3; conclusions of the SBSTA at its eighth and ninth session *Means:* Convening an expert meeting; compiling information, coordinating with ICA IMO, IEA, the secretariat of the Montreal Protocol, and industrial and environmental organizations; preparing documentation. *Results:* Technical documents on available methods related to HFCs, fuel sold for international transport, electricity trades and other special issues.

Limits	It is assumed that the IPCC will provide reports on land-use, land-use change and forestry, and on uncertainties and "good practices related to inventories". It is also assumed that specific reporting guidelines related to Article 3.3 and 3.4 of the Protocol will be prepared for COP 7. Information from this subprogramme will support activities undertaken by other programmes on compliance and mechanisms. Work on national systems will be undertaken with support from the IMP programme's Annex I implementation subprogramme. Information compiled in this subprogramme will be managed as part of a secretariat-wide information system maintained by the IO programme. The subprogramme will not undertake activities related to methods to assess the effects of policies and measures once they have been implemented.
External linkages	Parties; secretariats of IPCC, OECD, UNEP, UNIDO, WHO, WMO, FAO, IFF and other international organizations competent in methodologies.
Posts required	P-5 Manager; P-4 Programme Officer; three P-3 Programme Officers; P-2 Programme Officer; GS Secretary.
Other resources required	- consultants ($144,000 in 2000; $144,000 in 2001) - travel on official business ($61,500 in 2000; $61,500 in 2001)
Resources from outside the core budget	Supplementary resources will be required to support the organization of workshops and software support for processing inventory data using a common reporting format.

(ii) Technology subprogramme (S&T/TECH)

Overview of responsibilities	Identifying options to promote technology transfer and cooperation among Parties, including means to enhance the technical capacity of developing countries; assessing and synthesizing information on environmentally sound technologies to mitigate and adapt to climate change; broadening access of Parties to information on technologies.
Expected results	*Mandate for all items listed below:* Articles 4.1, 4.3, 4.5, 4.7, 4.8, 4.9, 9.2 and 11.1; decisions 13/CP.1, 7/CP.2, 9/CP.3 and 4/CP.4. 1) Organizational support is provided to the consultative process and agreement is reached on a framework for meaningful and effective actions (referred to in decision 4/CP.4) to enhance implementation of Article 4.5. *Means*: Organizing workshops; compiling information from Parties and international organizations; making available substantive information on technology transfer activities; ensuring access to information via electronic and other means; preparing documentation and compiling and synthesizing information from national communications of Annex I Parties and from the OECD/DAC, GEF, and other international organizations. *Results*: Technical documents and reports for the consultative process and the Convention bodies.

Expected results *(continued)*	2) In support of the capacity-building needs of developing country Parties, information is developed to address barriers to the transfer of technology related to Article 4.5. *Mandate:* Decision 4/CP.4. *Means:* Identifying options to address financial, institutional, regulatory and information barriers related to the transfer of technology; organizing workshops and working in conjunction with other multilateral organizations to build the capacity of developing country Parties; addressing specific barriers identified in document FCCC/TP/1998/1; preparing documentation. *Results:* Workshop materials; reports to the Convention bodies. 3) In support of the needs of developing country Parties for information on technologies, a technology inventory system is designed and initiated to serve the multiple users (including Parties) seeking information for projects supported by the private sector, the GEF, bilateral aid, and other mechanisms. *Mandate:* Decision 13/CP.1. *Means:* Compiling information; coordinating with other international organizations and programmes (such as UNEP, UNDP, IEA and CTI); developing systems to ensure that Parties have access to technology information. *Results:* A technology inventory system available to all Parties; reports to the Convention bodies; special reports for Parties. 4) Parties' needs for information on adaptation technologies (as identified in document FCCC/SB/1997/3) are responded to. *Mandate:* Decisions 9/CP.3 and 4/CP.4. *Means:* Organizing expert meetings; preparing documentation; coordinating with other organizations. *Results:* Technical documents for the SBSTA; support for preparations related to implementation of Article 12.8 of the Protocol. 5) Ways and means to limit HFC, PFC and SF_6 emissions are identified. *Mandate:* Decision 13/CP.4. *Means:* Organizing expert meetings; preparing documentation; coordinating with other organizations. *Results:* Technical documents for the SBSTA.
Limits	The programme of work may need to be adjusted depending on the outcomes of the consultative process in 1999 and 2000. It is anticipated that the consultative process will reach decisions at COP 6. The resources dedicated to supporting the consultative process up to COP 6 will be used in 2001 to implement the outcomes of COP 6. The programme will not undertake work related to technology information needs, the role of the private sector, technology information centres and technologies in the research and development stage. Activities listed under item 3 will be undertaken with support from the IO programme.
External linkages	Parties; secretariats of IPCC, OECD, IEA, UNIDO, UNDP, World Bank, UNCTAD, STAP, FAO, Montreal Protocol and other international bodies and organizations.

Posts required	P-5 Manager; P-4 Programme Officer; P-3 Programme Officer; GS Secretary.
Other resources required	- consultants ($54,000 in 2000; $54,000 in 2001) - travel on official business ($59,000 in 2000; $59,000 in 2001)
Resources from outside the core budget	Supplementary resources will be required for the organization of workshops.

(iii) Management and coordination subprogramme (S&T/MC)

Overview of responsibilities	Managing the S&T programme; coordinating support to the SBSTA, and to the COP on relevant matters; representing the secretariat externally; facilitating the flow of scientific information into the Convention process and working with scientific organizations to ensure that information is conveyed to Parties in a timely and effective manner.
Expected results	1) The S&T programme's staff, financial resources, and activities are managed in a way which maximizes fulfilment of needs identified by the Convention bodies and contributes to the overall management and effective operation of the secretariat. *Mandate:* Article 8; decision 6/CP.1. *Means:* Identifying priorities for allocation of resources and raising supplementary funds, as needed; recruiting and motivating competent staff, appraising their performance and promoting their career development; coordinating and guiding the work of the subprogrammes; providing information and advice to programme staff; maintaining liaison with administration (CARM/FMA) on behalf of the programme; maintaining a correspondence filing system and liaising with registry (EDM); contributing, through the secretariat's management group, to overall secretariat management and to the establishment and application of secretariat policies and procedures, in particular, coordinating activities related to GHG inventory data across subprogrammes of the secretariat. *Results:* Budgets and detailed work plans for each subprogramme and the programme as a whole; programme fully staffed with competent, informed and motivated individuals; timely outputs of high quality, coordinated with those of other programmes. 2) The SBSTA and its Bureau are provided with the support and documentation necessary for their smooth functioning. *Mandate:* Article 8; decision 6/CP.1. *Means:* Preparing procedural documentation; sessional planning; overseeing the preparation of all documentation, including in-session, to be submitted to the SBSTA; coordinating inputs from other programmes; organizing and servicing SBSTA Bureau meetings; providing advice to the Chairperson, and mobilizing teams to provide support to the Chairperson and to Parties, as requested, during sessions. *Results:* An annotated agenda for, and report of, each session of the SBSTA; documents concerning procedural and other issues; at least one SBSTA Bureau meeting per session.

Expected results *(continued)*	3) The SBSTA is provided with timely information related to IPCC activities, including the TAR, special reports, JWG activities and the new IPCC task force on inventories. *Mandate:* Articles 4.1(g), 5, 9.2(a) and (d), and 21.2. *Means:* Working with the Chairperson of the IPCC, working group chairpersons and others to ensure IPCC products are policy relevant and responsive to requests of the SBSTA and the COP; participating in IPCC workshops and meetings; transferring information on secretariat activities to the IPCC Bureau and other officers; synthesizing information for the SBSTA and the COP; preparing documentation. *Results:* Information related to the IPCC TAR and special reports is available in a timely manner; the JWG is well informed about the needs of the Convention process; the activities of the secretariat are well coordinated with the IPCC Task Force on Inventories; the SBSTA receives information in a useful, policy-relevant format. 4) Responding to the requests of governments for increased coordination with scientific organizations, the various components of the secretariat cooperate with bodies, processes and persons competent in the science of climate change and technological issues, to ensure that information is available to Parties. *Mandate:* Articles 4.1(g), 5, 9.2(a) and (d), and 21.2; decisions 6/CP.1, 6/CP.2, 8/CP.3, 13/CP.4 and 14/CP.4. *Means:* Guiding the involvement of other organizations in the UNFCCC process; organizing meetings and consultations; promoting and coordinating contacts by subprogrammes; participating in conferences, seminars and workshops held by other organizations. *Results:* The Convention process is well understood and relevant information is exchanged between Convention bodies and external organizations; scientific briefings to the SBSTA, side events and enhanced coordination is provided via the web site of the secretariat; coordination is enhanced between the secretariat and the GCOS, the Climate Agenda, IHDP, IGBP, UNEP, FAO, IFF, and other scientific bodies.
Limits	Guidance from the Convention bodies and their Bureaux; guidance from the Executive Secretary on managerial issues, including on overall secretariat priorities and criteria for recruitment of staff.
External linkages	Bureau of the SBSTA; Parties; secretariats of the IPCC, OECD, IEA, UNEP, WMO, UNIDO, FAO, UNCTAD, IFF and other organizations competent in science and technology; NGOs, including business and scientific institutions.
Posts required	D-2 Coordinator; P-3 Programme Officer; GS Secretary; GS Administrative Assistant (half-time).
Other resources required	- temporary assistance ($27,850 in 2000; $27,900 in 2001) - overtime ($11,880 in 2000; $12,050 in 2001) - travel on official business ($35,000 in 2000; $35,000 in 2001) - contribution to the IPCC ($350,000 in 2000; $350,000 in 2001) - experts ($35,000 in 2000; $35,000 in 2001)
Resources from outside the core budget	None.

D. Implementation (IMP)

(i) Implementation process (IMP/PROC)

Overview of responsibilities	Supporting the intergovernmental process on compliance, and the Multilateral Consultative Committee; supporting the process for implementation of Article 4.8 and 4.9; coordinating the compilation and synthesis of national communications.
Expected results	1) The intergovernmental process on compliance is provided with the support and documentation necessary for its functioning. *Mandate:* Decision 8/CP.4. *Means:* Providing technical and organizational support; coordinating substantive support, including preparing documentation; providing advice to the officers; organizing workshop(s) each year, as decided by the Convention bodies. *Results*: Draft agenda for, and report of, each session of the joint working group; reports to the Convention bodies; documents concerning procedural issues; synthesis of proposals; chairpersons' notes. 2) The Multilateral Consultative Committee (when established) is provided with support and documentation necessary for its functioning. *Mandate:* Article 13; decision 10/CP.4. *Means:* Providing technical and organizational support; coordinating substantive support, including preparing documentation; advising the Chairperson/Bureau; organizing workshop(s) each year, as decided by the Convention bodies. *Results*: Draft agenda for, and report of, each session of the Committee; reports to the Convention bodies; documents concerning procedural issues; synthesis of proposals; Chairperson's notes. 3) The Convention bodies are provided with support in the implementation of the programme of work related to Article 4.8 and 4.9 of the Convention, and to Articles 2.3 and 3.14 of the Kyoto Protocol. *Mandate:* Article 4.8 and 4.9; Articles 2.3 and 3.14 of the Kyoto Protocol; decisions 3/CP.3 and 5/CP.4. *Means:* Undertaking technical analyses related to the approved programme of work; coordinating substantive support to the process, including preparing documentation; organizing workshop(s) each year, as decided by the Convention bodies; advising elected officers. *Results:* Reports to the Convention bodies; notes for their Bureaux. 4) National communications are compiled and synthesized. *Mandate:* Article 12.6; decisions 2/CP.1, 9/CP.2 and 12/CP.4. *Means:* Analysing information to identify patterns and relationships related to implementation; organizing substantive support for and input to preparation of the compilation and synthesis report each year. *Results:* Compilation and synthesis reports of initial national communications from non-Annex I Parties submitted to the SBI and to the COP annually. 5) Watching brief on the relationship between environment and trade is maintained. *Mandate:* Article 3.5. *Means:* Participating in meetings. *Results:* Reports to the Convention bodies, as appropriate.

Limits	The resources dedicated to items 1, 2 and 3 up to COP 6 will be used in 2001 to implement the outcomes of COP 6. Depending on the nature of these outcomes, additional resources may be needed.
External linkages	Bureaux of the Convention bodies; Parties; relevant international bodies, IGOs and NGOs.
Posts required	D-1 Manager/Manager IMP/PROC is currently designated Deputy Coordinator of IMP; P-4 Programme Officer; three P-3 Programme Officers (one as of 2001); GS Secretary.
Other resources required	- consultants ($68,000 in 2000; $68,000 in 2001) - travel on official business ($55,500 in 2000; $64,500 in 2001)
Resources from outside the core budget	Supplementary resources will be required to support the organization of workshops and the preparation of any technical papers.

(ii) Annex I implementation (IMP/AI)

Overview of responsibilities	Providing information to Parties on qualitative and quantitative aspects of the implementation of the Convention by Annex I Parties through the maintenance of GHG inventory data, the preparation of reports and other documents, and the organization of workshops; supporting the work related to meeting future reporting and review requirements under the Kyoto Protocol.
Expected results	1) Parties are presented with accurate, timely and complete information on GHG inventories. *Mandate:* Decisions 2/CP.1, 9/CP.2, 10/CP.2, 6/CP.3, 11/CP.4, and 12/CP.4. *Means*: Collecting, processing and storing GHG inventory data provided by both Annex I and non-Annex I Parties; maintaining and enhancing the GHG information system (using a cross-programme approach); facilitating remote access to data through the UNFCCC web site. *Results*: Databases of GHG inventory data; reports and other relevant documents on GHG emissions and removals and their trends (in hard-copy and electronic format). 2) Information contained in Annex I Parties' second national communications and their annual inventory submissions is analysed and made available to the Parties. *Mandate:* Decisions 2/CP.1, 9/CP.2 and 6/CP.3. *Means:* Preparing in-depth review reports, under the collective responsibility of the review teams; circulating reports for comment by the Parties being reviewed; undertaking technical analyses of the inventory data; preparing reports. *Results:* Finalized reports on in-depth reviews conducted in 1999, technical reviews of inventory data, and on the analysis of inventory data, as appropriate (in hard-copy and electronic format).

Expected results *(continued)*	3) The Convention bodies are provided with support in their consideration of the scope, modalities and options for the review process with a view to their adopting corresponding guidelines at COP 6. *Mandate:* Decisions 8/CP.4 and 11/CP.4. *Means*: Soliciting, compiling and analysing views of Parties as well as relevant experience with the review process; preparing and publishing related reports; supporting the Convention bodies in their consideration of guidelines for the review process. *Results*: Reports and other relevant documents (in hard-copy and electronic format); guidelines for the review process. 4) Parties are assisted in their consideration of ways to enhance the individual and combined effectiveness of policies and measures under Article 2.1(b) of the Protocol. *Mandate:* Decision 8/CP.4. *Means:* Preparing reports and "paper" reviews; organizing workshops or seminars on policies and measures, their implementation and effects (with a view to facilitating identification of "best practices" in policies and measures). *Results:* Reports and other documents (in hard-copy and electronic format); workshop(s). 5) Work related to the development of the guidelines for national systems under Article 5.1 of the Protocol is supported. *Mandate*: Articles 3, 5 and 7 of the Protocol; decision 8/CP.4. *Means*: Analysing relevant data and information from Parties; processing information collected during the second round of in-depth reviews; collecting and compiling information on institutional arrangements for the preparation of national GHG inventories through IDR visits and from other available sources and submitting processed information to the Convention bodies. *Results:* Reports and other documents (in hard-copy and electronic format). 6) Work related to identifying additional reporting requirements for the purposes of verification of commitments under the Protocol is supported. *Mandate:* Articles 6, 7 and 8 of the Protocol; decision 8/CP.4. *Means:* Preparing reports, technical papers and other relevant documentation for the Convention bodies. *Results:* Submissions to the Convention bodies related to defining and reporting the necessary information to demonstrate compliance with Articles 2, 10 and 11 of the Protocol and approaches to procedures for the establishment and use of expert review teams.
Limits	Proposed tasks are to be coordinated with other subprogrammes (IMP/PROC, IMP/NAI, S&T/METH). The scope of the technical review of the inventory data from Annex I Parties with the participation of national experts will be limited by resource availability. If larger amounts of GHG inventory data than expected are received, including those contained in forthcoming initial national communications from non-Annex I Parties, full processing will not be possible without additional resources. The activities listed under item 5 above will be undertaken in cooperation with the S&T programme's methodologies subprogramme. Those listed under item 6 will be undertaken with other subprogrammes, as appropriate.
External linkages	Parties; relevant United Nations offices, programmes, specialized agencies and organizations; relevant IGOs.

Posts required	P-5 Manager; two P-4 Programme Officers; three P-3 Programme Officers; one P-2 Programme Officer (as of July 2000); two GS Secretaries; GS Assistant.
Other resources required	- consultants ($32,000 in 2000; $32,000 in 2001) - travel on official business ($44,000 in 2000; $47,000 in 2001)
Resources from outside the core budget	Supplementary resources will be required to support the organization of workshops. Supplementary resources may also be required for the publication of reports, technical papers and/or workshop proceedings.

(iii) Non-Annex I implementation (IMP/NAI)

Overview of responsibilities	Facilitating technical support and capacity-building activities relevant to the implementation of the Convention by non-Annex I Parties; supporting the negotiation process on all matters related to national communications and the operation of the financial mechanism.
Expected results	1) Non-Annex I Parties are supported in the preparation and submission of their national communications, as well as on other matters related to national communications. *Mandate:* Articles 8.2 (c), 12.1, 12.4, 12.7, decisions 10/CP.2, 12/CP.4. *Means:* Identifying and addressing Parties' technical needs and concerns through, among others: the presentation of COP guidelines at regional and thematic workshops and facilitating liaison between Parties and bilateral and multilateral programmes; preparing documentation; organizing and following-up on events, in particular on the forum for the development of emission factors and activity data for the estimation of inventories on prospects for improving assistance to non-Annex I Parties in the areas of impacts and vulnerability assessment and adaptation measures; promoting the CC:INFO/web initiative; co-chairing the Advisory Committee of the National Communications Support Programme established by the GEF. *Results:* National communications in increasing numbers (in hard-copy and electronic format); reports to the Convention bodies. 2) The Convention bodies are supported in their work on all matters related to national communications from non-Annex I Parties; substantial assistance is provided in the compilation and synthesis of initial communications from non-Annex I Parties under Article 12. *Mandate:* Articles 8.2(b), 12.1, 12.4, 12.6, 12.9 and 12.10; decisions 10/CP.2, 12/CP.4. *Means:* Compiling and presenting information on the status of preparation of initial national communications, and on the needs and concerns encountered by non-Annex I Parties in the preparation of national communications; dealing with queries and any follow-up action needed; supporting possible revisions of the processes to be used in the preparation of national communications, including guidelines; organization of workshops; undertaking technical analyses; preparing documentation; *Results:* Reports to the Convention bodies; notes for the chairpersons or Bureaux.

Expected results *(continued)*	3) Support for capacity-building activities related to the implementation of relevant provisions of the Convention, including efforts to improve the quality of national communications of non-Annex I Parties. *Mandate:* Articles 4.1(b), 6 (b), 12.4 and 12.7 and decision 10/CP.2. *Means:* Collaborating with institutions concerning assistance relevant to the implementation of the Convention by non-Annex I Parties; fostering capacity-building, education, training and public awareness of non-Annex I Parties in implementing different Convention provisions; compiling and disseminating information on the implementation of climate change programmes and a list of projects submitted by non-Annex I Parties; following-up on existing financial and technical assistance through the facilitation of recommendations of CC:FORUM; undertaking technical analyses of information provided. *Results:* Reports to the Convention bodies and notes for the chairpersons or Bureaux. 4) The COP is assisted in evaluating the implementation of guidance to the GEF and in developing any additional guidance. Overall coordination will be provided within IMP/MC. *Mandate:* Article 11.4; decisions 9/CP.1, 10/CP.1, 11/CP.1, 10/CP.2 , 11/CP.2, 2/CP.4, 3/CP.4 and 12/CP.4. *Means:* Following-up on decisions taken and activities initiated and undertaken by the GEF; collaborating with the organs of the GEF and its implementing agencies; following-up on technical issues related to COP guidance; preparation of reports as mandated; providing comments to the GEF on projects proposed for funding. *Results:* Reports to the Convention bodies and notes for the chairpersons or Bureaux; relevant Convention provisions and COP guidance are reflected in the work of the GEF.
Limits	Additional resources will be needed should the COP decide to initiate new work on any matter related to national communications. The resources that could be required to support these activities have been calculated as a contingency to the core budget (see document FCCC/SBI/1999/8, annex I, page 31, para. 5).
External linkages	The GEF and its implementing agencies (UNDP, UNEP, and the World Bank); other United Nations programmes and agencies (such as UNITAR, UNCTAD, UNIDO); Parties; relevant NGOs and regional institutions; bilateral programmes and programmes such as the National Communications Support Programme and CC:TRAIN.
Posts required	P-5 Manager; P-4 Programme Officer; P-2 Programme Officer; GS Secretary.
Other resources required	- consultants ($80,000 in 2000; $80,000 in 2001) - travel on official business ($54,000 in 2000; $54,000 in 2001)
Resources from outside the core budget	Supplementary resources will be required to support activities related to the implementation of decisions 2/CP.4 on additional guidance to the GEF and 12/CP.4 on initial national communications from non-Annex I Parties. Supplementary resources will also be required to support the organization of workshops.

(iv) Management and coordination subprogramme (IMP/MC)

Overview of responsibilities	Managing the IMP programme; coordinating support to the SBI, and to the COP on relevant matters; representing the secretariat externally; coordinating activities relating to the GEF and adaptation.
	1) The IMP programme's staff, financial resources, and activities are managed in a way which maximizes fulfilment of needs identified by the Convention bodies and contributes to the overall management and effective operation of the secretariat. *Mandate:* Article 8; decision 6/CP.1. *Means:* Identifying priorities for allocation of resources and raising supplementary funds, as needed; recruiting and motivating competent staff, appraising their performance and promoting their career development; coordinating and guiding the work of the subprogrammes; providing information and advice to programme staff; maintaining liaison with administration (CARM/FMA) on behalf of the programme; maintaining a correspondence filing system and liaising with registry (EDM); contributing, through the secretariat's management group, to overall secretariat management and to establishment and application of secretariat policies and procedures. *Results:* Budgets and detailed work plans for each subprogramme and the programme as a whole; programme fully staffed with competent, informed and motivated individuals; timely outputs of high quality, coordinated with those of other programmes. 2) The SBI and its Bureau are provided with the support and documentation necessary for their smooth functioning. *Mandate:* Article 8; decision 6/CP.1. *Means:* Preparing procedural documentation; sessional planning; overseeing the preparation of all documentation, including in-session, to be submitted to the SBI; coordinating inputs from other programmes; organizing and servicing SBI Bureau meetings; providing advice to the Chairperson and mobilizing teams to provide the Chairperson and other elected officers with substantive support and secretarial assistance during sessions and consultations. *Results:* An annotated agenda for, and report of, each session; documents concerning procedural and other issues; at least one SBI Bureau meeting per session. 3) The IMP programme cooperates and liaises with competent international bodies of relevance to its programme of work. *Mandate:* Article 8. *Means:* Establishing and maintaining contacts; representing the secretariat at meetings; maintaining the throughput of correspondence; participating in conferences, seminars and workshops; conducting consultations on policy, technical and procedural issues; receiving reports. *Results:* Exchange of relevant information between Convention bodies and external processes.

Expected results *(continued)*	4) Activities undertaken by the secretariat in relation to the implementation by the GEF of COP guidance are coordinated. *Mandate:* Article 11. *Means:* Liaising with the organs of the GEF and its implementing agencies; monitoring activities initiated or undertaken by the GEF pursuant to COP decisions; representing the secretariat at GEF meetings; receiving reports. *Results:* Flow of information; reflection of relevant provisions of the Convention and COP decisions in the work of the GEF. 5) The various activities of the secretariat related to adaptation are effectively coordinated, in an effort to link the identification of modalities for implementing adaptation measures with various activities already undertaken by several subprogrammes in the secretariat (IMP/NAI, IMP/PROC; S&T/TECH; S&T/METH). *Mandate:* Articles 3.1, 3.2, 4.1, 4.3 and 4.4; decisions 11/CP.1, 9/CP.2, 10/CP.2, 3/CP.3, 2/CP.4, 11/CP.4 and 12/CP.4. *Means:* Establishing a cross-programme team to provide coordination and to help avoid gaps and duplication in the secretariat's activities related to adaptation; preparing documentation; exchanging information with relevant external entities. *Results:* Reports to the Convention bodies.
Limits	Guidance from the Convention bodies and their Bureaux; guidance from the Executive Secretary on managerial issues, including on overall secretariat priorities and criteria for recruitment of staff.
External linkages	Bureau of the SBI; Parties; the GEF and its implementing agencies; IGOs and NGOs; where appropriate, the private sector.
Posts required	D-2 Coordinator; P-2 Programme Officer; GS Secretary; GS Administrative Assistant. The Coordinator will be assisted by a Deputy Coordinator (see IMP/PROC).
Other resources required	- temporary assistance ($41,450 in 2000; $44,260 in 2001) - overtime ($23,760 in 2000; $24,110 in 2001) - travel on official business ($35,000 in 2000; $35,000 in 2001) - experts ($85,000 in 2000; $85,000 in 2001)
Resources from outside the core budget	Supplementary resources will be required to support the preparation of the report on implementation.

E. Information and Outreach (IO)

(i) Information support subprogramme (IO/IS)

Overview of responsibilities	Providing information management capacity to support data and information collection, synthesis and dissemination; maintaining a computer infrastructure for the secretariat, official sessions and workshops; maintaining and enhancing information products that further public awareness; building capacity among Parties to network and exchange information, in collaboration with United Nations partner organizations.
Expected results	*Mandate for all items listed below:* Article 6, Article 8.2(a), decision 6/CP.1. 1) A fully operational computer network environment providing internal information processing and global communication facilities for staff is available at the secretariat headquarters and temporarily for staff and delegates at conference premises. *Means:* Installing and maintaining necessary hardware, software, security, Internet connectivity and backup at the secretariat and temporary conference premises; supporting users through helpdesk and training; further developing common computer and Internet services with United Nations premises in Bonn. *Results:* Secretariat and conference premises equipped with reliable tools to support negotiations and enable staff to function efficiently and maximize outputs. 2) Data and information are collected, processed, stored, and shared through an integrated information system linking "data custodians" in each programme (GHG inventory, methodologies, etc.) *Means:* Organizing a cross-programme data management task team to capture data and information received from the Parties and other official sources and ensuring that they are safely stored in a UNFCCC "data warehouse"; providing a robust and easy-to-use information system to search and retrieve needed data and information from the warehouse in order to respond to queries, produce documents or disseminate information; gradually providing Parties with secure access to the data warehouse over the Internet; liaising closely with other convention secretariats, United Nations agencies and programmes, and other bodies (e.g. Earthwatch Working Party) to share data. *Results*: A cost-effective, integrated secretariat information system providing information on: people and organizations, their expertise and experience; Convention and Protocol ratifications and status; GHG emissions; developments related to the Protocol; Convention activities and related projects; data, library and documentation holdings; conference logistical arrangements; management and administration. 3) The UNFCCC web site is maintained; other information products are developed on CD-ROM and in print; the secretariat collaborates with others to disseminate information and raise awareness about climate change. *Means:* Continuing to develop and enhance the UNFCCC web site as the main UNFCCC information and communication tool (with increased coverage of official documents in all official languages, more information on secretariat activities, the introduction of web-enabled databases of events, and further development of live Internet video broadcasting); continuing cooperation with UNEP/IUC, UNIC Bonn, and the Earth Negotiations Bulletin. *Results:* A single comprehensive source of data, information, and official documents for the UNFCCC; media materials and publications available in official languages and in a variety of formats (including in print and on CD-ROM).

Expected results *(continued)*	4) Parties have the capacity to access and use data, information and technology easily and share experience, as appropriate. *Means:* Strengthening information networking capacity of national focal points (NFPs) by supporting training and education, introduction or enhancement of electronic communication capacity, development of data management techniques and standards, promotion of exchange and dissemination of knowledge, technology and expertise. *Results:* Effective knowledge networking among NFPs to enhance participation in Convention processes; increased use of electronic technology to access information; improved ability to network with others at national, regional and international level.
Limits	The core budget resources allocated to this subprogramme are sufficient to cover the technology (network, hardware, software, Internet), and the technical support necessary to maintain reliable and efficient services to intergovernmental meetings and the secretariat. Data management, information products (e.g. publications, CD-ROMs), as well as advanced web-site development and translation will be developed if supplementary resources are identified. Activities listed under item 2 in "Expected results" will be undertaken in cooperation with PCEI, S&T and IMP; those listed under item 1 related to meetings will be undertaken in cooperation with CARM/CS; and those related to item 4, with the outreach subprogramme.
External linkages	UNEP Information Unit for Conventions, UNIC, IISD Earth Negotiations Bulletin, NFPs, intergovernmental and non-governmental organizations and the private sector.
Posts required	P-5 Manager; P-4 Programme Officer; P-3 Programme Officer; two P-2 Programme Officers; GS Secretary; two GS Assistants (one half-time).
Other resources required	- consultants ($55,000 in 2000; $55,000 in 2001) - travel on official business ($30,000 in 2000; $30,000 in 2001) - acquisition of equipment ($257,600 in 2000; $314,590 in 2001)
Resources from outside the core budget	Supplementary funding will be required to support data management, advanced web development and a NFP networking project which will be undertaken in collaboration with the CARM/CS programme. Supplementary funding will also be required to support various information management projects and the UNFCCC library.

(ii) Outreach subprogramme (IO/O)

Overview of responsibilities	Undertaking outreach activities in support of the Convention process, in cooperation with other programmes in the secretariat, with Parties, NGOs, United Nations agencies and other conventions.
Expected results	1) Non-governmental observer organizations, in particular the environmental NGOs and the business and industry constituencies, as well as local government organizations, are able to participate constructively in the Convention process. *Mandate:* Articles 7.6 and 8. *Means:* Communicating with relevant NGOs; evaluating and making recommendations on candidatures for accreditation; accrediting NGOs; organizing special events and exhibits during official sessions; assisting the registration team for NGOs at UNFCCC meetings; developing innovative means to involve the business and industry constituencies in the Convention process. *Results:* Effective participation of all relevant NGOs in the Convention process.

Expected results *(continued)*	2) Climate change related work of partner United Nations agencies and other intergovernmental organizations produces effective and coherent inputs to the Convention process. *Mandate:* Article 8, decision 7/CP.4. *Means:* Organizing regular and ad hoc inter-agency meetings to exchange information, and to focus the work of the agencies; developing joint projects to respond to needs of the Convention; attending key United Nations meetings (e.g. UNEP, CSD, IACSD); liaison with UNFIP/UNF. *Results:* Coherent response of United Nations agencies and other IGOs to requests by the Parties; coherent approach to bilateral and multilateral funders on climate change issues; the climate change agenda is handled appropriately in other forums. 3) The substantive and organizational linkages between the UNFCCC and other related conventions, notably the UNCCD and CBD, are exploited. *Mandate:* Decision 17/CP.4. *Means:* Encouraging contacts, exchanging information and exploring synergies with other convention secretariats, exploring linkages in reporting requirements; following up on the decisions of relevant convention bodies. *Results:* Relevant linkages between conventions are recognized, and means are available to implement requirements of the different conventions in a coherent, synergistic manner.
Limits	The core resources available for this subprogramme will suffice for the overall management of the activities of the subprogramme, and for basic liaison with United Nations partners. The activities listed under item 1 above will be undertaken in cooperation with CARM/CS. The activities listed under item 2 will be undertaken in cooperation with the EDM, as well as with the IMP, S&T and PCEI programmes. The activities listed under item 3 will be undertaken in cooperation with IMP/NAI.
External linkages	Parties; observer States; observer organizations (United Nations, NGOs, IGOs); counterparts at other agencies, departments and programmes; key non-governmental actors.
Posts required	P-5 Programme Manager; GS Secretary.
Other resources required	- consultants ($48,000 in 2000; $32,000 in 2001) - travel on official business ($11,250 in 2000; $15,000 in 2001)
Resources from outside the core budget	Supplementary resources will be need to undertake all liaison functions with environmental and business NGOs, and to implement detailed cooperation with United Nations partner organizations, including other conventions.

(iii) Management and coordination subprogramme (IO/MC)

Overview of responsibilities	Managing the IO programme; raising funds for activities to be funded from supplementary sources; representing the secretariat externally.
Expected results	The IO programme's staff, financial resources, and activities are managed in a way that maximizes fulfilment of needs identified by the Convention bodies, and contributes to the overall management and effective operation of the secretariat, and the range of activities identified in the work plan are funded. *Mandate:* Articles 6 and 8; decision 6/CP.1. *Means:* Identifying priorities for allocation of resources and raising supplementary funds, as needed; recruiting and motivating competent staff, appraising their performance and promoting their career development; coordinating and guiding work by the subprogrammes; providing information and advice to programme staff; maintaining liaison with administration (CARM/FMA) on behalf of the programme; maintaining a correspondence filing system and liaising with registry (EDM); contributing, through the secretariat's management group, to overall secretariat management and to establishment and application of secretariat policies and procedures. *Results:* Budgets and detailed work plans for each subprogramme and the programme as a whole; programme fully staffed with competent, informed and motivated individuals; timely outputs of high quality, coordinated with those of other programmes.
Limits	Guidance from the Convention bodies and their Bureaux; guidance from the Executive Secretary on managerial issues, including on overall secretariat priorities and criteria for recruitment of staff.
External linkages	Parties; observer States; observer organizations (United Nations, NGOs, IGOs); counterparts at other agencies, departments and programmes; key non-governmental actors.
Posts required	D-1 Coordinator; P-2 Programme Officer; GS Secretary; GS Administrative Assistant (part-time).
Other resources required	- temporary assistance ($21,500 in 2000; $21,510 in 2001) - overtime ($16,120 in 2000; $17,220 in 2001) - travel on official business ($32,000 in 2000; $32,000 in 2001)
Resources from outside the core budget	None.

F. Conference Affairs and Resource Management (CARM)

(i) Conference support subprogramme (CARM/CS)

Overview of responsibilities	Providing suitable conference facilities, documentation and related services for all sessions of the Convention bodies; facilitating participation in those bodies.
Expected results	*Mandate for all items listed below:* Article 8.2(a); decision 6/CP.1. 1) Eight weeks of meetings of the COP and its subsidiary bodies and eight weeks of workshops and seminars are successfully organized. *Means:* Liaising with commercial conference facilities; creating necessary temporary infrastructure at conference facilities (including rental and installation of furniture and equipment); hiring and training temporary staff. *Results:* Suitable conference facilities for each session; teams of temporary staff to perform various functions before and during each session. 2) Conference services are provided at all sessions. *Means:* Coordinating with conference service providers (e.g., UNOG). *Results:* Simultaneous conference room interpretation in all six languages of the UNFCCC at all official meetings of the Convention bodies; conference rooms staffed with conference officers and technicians and equipped with sound systems; security presence at all sessions. 3) National contacts are informed of developments related to the Convention process. *Means:* Maintaining regular written communications with NFPs; interacting with the designated missions; maintaining electronic communications facilities; preparing responses to enquiries from NFPs and missions. *Results:* Notifications of upcoming sessions to NFPs; semi-annual formal and informal briefings for missions in Bonn; regular flow of relevant information to NFPs; electronic mailing lists and web-based initiatives. 4) Participation in the sessions is effectively managed. *Means:* Liaising with participants before sessions; accrediting and registering representatives; further developing funding systems for participation; maintaining contact databases; issuing invitations to nominate funded participants. *Results:* Accredited, registered and, as appropriate, funded delegates; contact databases; fully implemented new registration database. 5) Documentation is produced and distributed before, during, and after sessions of the Convention bodies. *Means:* Editing documents; liaising with translation and document service providers (e.g. UNOG); maintaining a document collection facility at the secretariat; posting documents on electronic media. *Results:* Edited and, as appropriate, translated original documents; printed copies of documents (at the secretariat); electronic versions of documents on the UNFCCC web site.

Limits	The work programme and resource needs for this subprogramme have been determined assuming that during 2000 and 2001: (a) There will be eight weeks of intergovernmental meetings organized in four sessional periods; (b) The resources provided by the Government of Germany (the 'Bonn Fund') will continue to be sufficient to cover the costs of organizing meetings in Bonn plus related staff costs (see non-core resources below); (c) The activities listed under item 3 above will be undertaken with support from the IO/IS subprogramme. The subprogramme will have the capacity to organize and support a maximum of eight weeks of workshops each year, with advance planning. Resources for the provision of conference services to UNFCCC sessions (interpretation, document translation, etc.) will either be provided from the regular budget of the United Nations, if the United Nations General Assembly so decides at its 54th session, or, in the absence of such a decision by the General Assembly, from the UNFCCC core budget through the contingency for conference services, as agreed at SBI 10 (FCCC/SBI/1999/8). These resources and the associated expected results are not included here.
External linkages	NFPs to the Convention, diplomatic missions in the host country and other points of contact designated by Parties and observer States; observer organizations; conference service providers; UNIC Bonn.
Posts required	P-5 Manager; two P-4 Programme Officers; GS Secretary; GS Assistant; GS Clerk.
Other resources required	- consultants ($40,000 in 2000) - travel on official business ($20,000 in 2000; $20,000 in 2001) - temporary assistance ($172,500 in 2000; $173,800 in 2001) (note: includes the hiring of temporary conference staff and ongoing assistance in document reproduction)
Resources from outside the core budget	Supplementary funding will be required to meet the costs related to the following additional posts: P-3 Programme Officer; P-2 Programme Officer; GS Assistant; three GS Clerks. It is foreseen that this support will be available from the Bonn Fund. Should other demands on this Fund increase (due to changes in the calendar of meetings, for example) and result in support for these posts not being available, additional core budget resources will have to be identified. Supplementary funding will continue to be needed to cover the costs of renting and preparing facilities (currently being covered by the Bonn Fund).

(ii) Financial management and administration subprogramme (CARM/FMA)

Overview of responsibilities	Providing the Convention secretariat with administrative services; administering financial resources and staff; liaising with the United Nations and the host Government on administrative matters.
Expected results	*Mandate for all items listed below:* Article 8; the financial procedures for the COP (see decision 15/CP.1); COP decisions related to financial and administrative matters. 1) Convention finances are efficiently managed, including through the introduction of a new management information system (MIS). *Means:* Preparing budgets and related reports; monitoring and certifying expenditures; managing trust funds and bank accounts; procuring goods and services efficiently and paying bills on a timely basis; preparing notices of, and reports of payment of, indicative contributions and voluntary fund-raising; securing cost-effective travel arrangements; managing United Nations common premises and common service arrangements in Bonn. *Results:* Proposed biennial programme budgets; financial reports for the COP and SBI; functioning MIS; records for audit; annual notice of indicative contribution sent to each Party. 2) The secretariat's human resources are efficiently managed, including through the introduction of a new MIS. *Means:* Operating recruitment, appointment and promotion processes; hiring consultants and temporary staff; maintaining personnel records and candidate rosters; implementing the performance appraisal system; liaising with the Staff Association; applying Staff Rules; overseeing payroll and entitlements/benefits; responding to auditors' observations. *Results:* Recruitment of competent staff; functioning MIS; high staff morale, motivation and productivity; reports to United Nations processes and the SBI; records for audit. 3) Harmonious relations are maintained with the host Government. *Means:* Registering and/or accrediting staff members, consultants, and experts in accordance with the headquarters agreement; maintaining privileges of staff members and of delegates to sessions of the Convention bodies; fulfilling ongoing administrative requirements. *Results:* Reports to the SBI and the host Government.
Limits	The activities of this subprogramme will be undertaken in accordance with the financial and personnel rules and regulations of the United Nations, in the context of the delegation of authority to the Executive Secretary. Assumes that all costs will be covered from the repayment of overheads paid to the United Nations.
External linkages	UNOG; UNDM; other United Nations agencies at the duty station; the host Government; diplomatic missions and delegations; external and internal auditors.
Posts required	No posts are required in the core budget.

Other resources required	The following core budget resources support secretariat-wide activities: - general operating expenses ($315,000 in 2000; $320,000 in 2001) - supplies and materials ($110,000 in 2000; $120,000 in 2001) - acquisition of furniture and equipment ($327,600 in 2000; $344,600 in 2001) - contractual services, external printing ($75,000 in 2000; $75,000 in 2001) - contractual services, training ($200,000 in 2000; $180,000 in 2001) - contributions to joint services ($525,000 in 2000; $550,000 in 2001)
Resources from outside the core budget	Overhead funds will be used to fund temporary assistance, official travel, and the following posts: P-5 Chief; two P-4 Programme Officers; P-2 Programme Officer; four GS Administrative Assistants; six GS Clerks. (Subject to review of administrative arrangements).

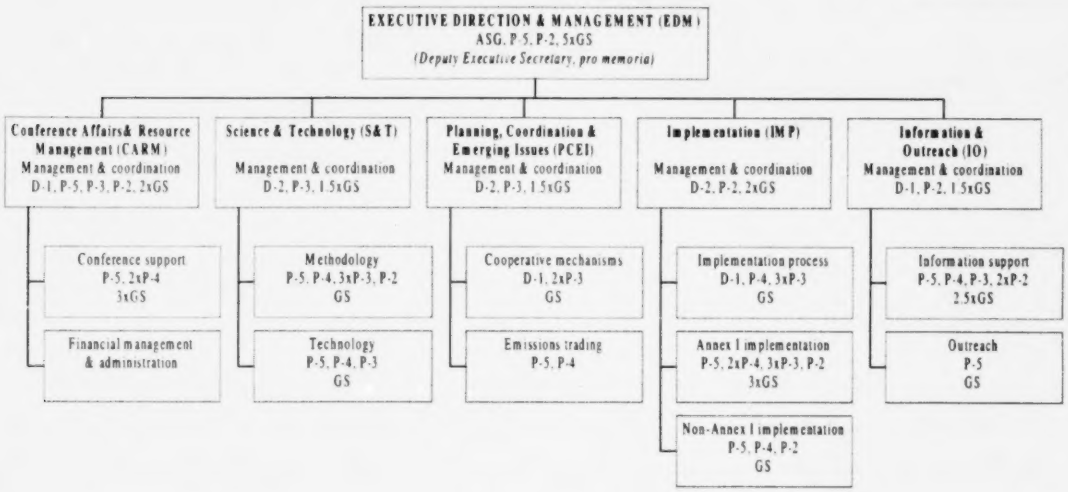
(iii) Management and coordination subprogramme (CARM/MC)

Overview of responsibilities	Managing the CARM programme; coordinating support to the COP and sessional planning; maintaining relations with the United Nations; providing legal advice; representing the secretariat externally.
Expected results	1) The CARM programme's staff, financial resources, and activities are managed in a way which maximizes fulfilment of needs identified by the COP and contributes to the overall management, administration and effective operation of the secretariat. *Mandate:* Article 8; decision 6/CP.1. *Means:* Identifying priorities for allocation of resources and raising supplementary funds, as needed; recruiting and motivating competent staff, appraising their performance and promoting their career development; coordinating and guiding work by the subprogrammes; providing information and advice to programme staff; maintaining liaison with administration (CARM/FMA) for the other subprogrammes; maintaining a correspondence filing system and liaising with registry (EDM); contributing, through the secretariat's management group, to overall secretariat management and to establishment and application of secretariat policies and procedures; coordinating the work of the financial management and administration subprogramme and providing guidance. *Results.* Budgets and detailed work plans for each subprogramme and the programme as a whole; programme fully staffed with competent, informed and motivated individuals; timely outputs of high quality, coordinated with those of other programmes; well-administered secretariat. 2) The COP is provided with the support and documentation necessary to its smooth functioning. *Mandate:* Article 8.2. *Means:* Carrying out the function of Secretary of the COP; planning and scheduling each session; coordinating the division of labour between the COP and its subsidiary bodies and their respective teams; preparing procedural and substantive documentation relating to the work of the COP; overseeing the production of all COP-related documentation; coordinating secretariat-wide planning, through the internal planning forum, for inter-governmental processes. *Results:* Provisional agendas and annotations and other documents relating to the arrangements of official sessions; calendars and schedules of work.

Expected results *(continued)*	3) The Bureau of the COP and its President are provided with the support necessary to function effectively and lead the Convention process. *Mandate:* Article 8.2. *Means:* Organizing regular Bureau meetings during sessional periods; organizing inter-sessional Bureau meetings and President's informal consultations; preparing the documentation required for Bureau meetings; preparing and distributing inter-sessional correspondence; preparing briefing materials and speaking notes; providing advice; organizing pre- and in-session consultations. *Results:* Agendas; background papers; Chairperson's notes; meeting summaries; correspondence on issues requiring inter-sessional attention; briefing notes and reports. 4) The Convention and its secretariat are provided with the legal advice they require on issues relating to the Convention, the Protocol, the draft rules of procedure, relations with the United Nations and national governments, contracts, administration and premises. *Mandate:* Article 8.2. *Means:* Providing legal advice; drafting legal texts and preparing legal analyses on a wide range of matters (e.g. the Convention and Protocol themselves, any new legal instrument, the headquarters agreement, the premises agreement); liaising with UNOLA. *Results:* Documents on legal issues; legal advice. 5) The link between the Convention and its secretariat and the United Nations is effectively maintained. *Mandate:* Article 8.2(e). *Means:* Preparing inputs for the General Assembly on issues related to the Convention process and to the secretariat's institutional linkage with the United Nations; analysing relevant General Assembly outcomes, and preparing reports thereon for the Convention bodies. *Results:* Reports to the General Assembly and the Convention bodies.
Limits	Guidance from the Convention bodies and their Bureaux; guidance from the Executive Secretary on managerial issues, including on overall secretariat priorities and criteria for recruitment of staff. The activities listed under items 2, 3 and 5 above will be undertaken in consultation with the EDM programme.
External linkages	Bureau members; the General Assembly; UNOLA; UNOG; UNDM; diplomatic missions.
Posts required	D-1 Coordinator; P-5 Senior Legal Officer; P-3 Programme Officer; P-2 Programme Officer; two GS Secretaries.
Other resources required	- temporary assistance ($21,630 in 2000; $21,710 in 2001) - overtime ($16,970 in 2000; $17,220 in 2001) - consultants ($54,000 in 2000; $60,000 in 2001) - travel on official business ($51,000 in 2000; $51,000 in 2001)
Resources from outside the core budget	None.

Annex I

PROGRAMME STRUCTURE AND CORE STAFFING FOR THE BIENNIUM 2000-2001[4]



[4] Core posts as at the end of the biennium; some posts are to be phased in on 1 July 2000 or on 1 January 2001. Does not include posts included in contingencies.

Annex II

COMPARATIVE BUDGET DATA, 1998-2001

Table 1. Programme budget staffing table 2000-2001

	1998	1999	2000	2001
A. Professional category and above				
Executive Secretary	1	1	1	1
D-2	2	2	3	3
D-1	3.33	5	4	4
P-5	5.75	6	9.75	10
P-4	8	9	10	10
P-3	9.5	12	15	16
P-2	4.75	6	8.25	9
Subtotal (A)	**34.33**	**41**	**51**	**53**
B. General Service category	20.5	22	27.75	28
TOTAL (A+B)	**54.83**	**63**	**78.75**	**81**

Table 2. Secretariat-wide resource requirements from the core budget by object of expenditure

(thousands of United States dollars)

Item of expenditure	1998	1999	2000	2001
A. Staff costs	6 088.3	7 227.8	7 626.2	7 857.3
B. Consultants	355	550	697	627
C. Travel on official business	412	532.5	712.3	728
D. Expert groups	285	291	105	105
E. General operating expenses	247.7	313	315	320
F. Supplies and materials	90	100	110	120
G. Acquisition of furniture and equipment	100	234.5	327.6	344.6
H. Contractual services				
External printing	45.0	50.0	75.0	75.0
Training	40.0	50.0	200.0	180.0
I. Contributions to joint services	440	460	525	550
J. Grants and contributions	350	400	350	350
TOTAL	**8 453.0**	**10 208.8**	**11 043.1**	**11 256.9**

Table 3 (a). Secretariat-wide resource requirements from the core budget by object of expenditure: programme expenditures*

(thousands of United States dollars)

	1998	1999	*98-99 Total*	2000	2001	*00-01 Total*
Expenditures						
Programmes						
Executive Direction & Management	**621.3**	**642.8**	*1 264.1*	**749.5**	**773.7**	*1 523.2*
Planning, Coordination & Emerging Issues	**407.1**	**552.5**	*959.6*	**1 232.6**	**1 214.8**	*2 447.4*
Cooperative mechanisms				494.0	479.8	*973.8*
Emissions trading				291.7	286.7	*578.4*
Management & coordination				446.9	448.3	*895.2*
Science & Technology	**1 931.7**	**2 629.4**	*4 561.1*	**2 170.6**	**2 173.6**	*4 344.2*
Methodology	772.2	976.5	*1 748.7*	907.6	908.4	*1 816.0*
Technology	357.5	547	*904.5*	510.1	510.9	*1 021.0*
Management & coordination	802	1 105.9	*1 907.9*	752.9	754.3	*1 507.2*
Implementation	**2 392.8**	**2 674.8**	*5 067.6*	**2 591.3**	**2 747.1**	*5 338.4*
Implementation process	573.8	706.8	*1 280.6*	628.0	733.9	*1 361.9*
Annex I implementation	855.9	897	*1 752.9*	1 013.3	1 057.6	*2 070.9*
Non-Annex I implementation	521.6	558.7	*1 080.3*	512.8	513.6	*1 026.4*
Management & coordination	441.5	512.3	*953.8*	437.2	442.0	*879.2*
Information & Outreach	**1 035.6**	**1 389.5**	*2 425.1*	**1 546.5**	**1 643.7**	*3 190.2*
Information support	462.2	753.5	*1 215.7*	976.8	1 035.7	*2 012.5*
Outreach	0	0	*0*	198.4	233.3	*431.7*
Management & coordination	573.4	636	*1 209.4*	371.4	374.7	*746.1*
Conference Affairs & Resource Management	**2 064.5**	**2 319.8**	*4 384.3*	**2 752.6**	**2 704.0**	*5 456.6*
Conference support	463.9	511.7	*975.6*	757.8	721.3	*1 479.1*
Management & coordination	702.9	805.1	*1 508.0*	699.8	707.7	*1 407.5*
Secretariat-wide costs	897.7	1 003.0	*1 900.7*	1 295.0	1 275.0	*2 570.0*
TOTAL PROGRAMME EXPENDITURES	**8 453.0**	**10 208.8**	*18 661.8*	**11 043.1**	**11 256.9**	*22 300.0*

*Small discrepancies due to rounding.

Table 3 (b). Secretariat-wide resource requirements from the core budget by object of expenditure: expenditures and income

(thousands of United States dollars)

	1998	1999	98-99 Total	2000	2001	00-01 Total
Expenditures						
I. Total programme expenditures	8 453.0	10 208.8	18 661.8	11 043.1	11 256.9	22 300.0
II. Overhead charge (paid to United Nations)	1 098.9	1 327.1	2 426.0	1 435.6	1 463.4	2 899.0
III. Working capital reserve	93.4	164.8	258.2	69.2	17.7	86.9
TOTAL EXPENDITURES (I+II+III)	**9 645.3**	**11 700.7**	**21 346.0**	**12 548.0**	**12 738.0**	**25 286.0**
Income						
Contribution from the host Government	887.6	887.6	1 775.2	810.8	810.8	1 621.6
Unspent balances or contributions from previous financial periods (carry-over)	-	-	-	1 000.0	1 000.0	2 000.0
TOTAL INCOME	**887.6**	**887.6**	**1 775.2**	**1 810.8**	**1 810.8**	**3 621.6**
INDICATIVE CONTRIBUTIONS	**8 757.7**	**10 813.1**	**19 570.8**	**10 737.2**	**10 927.2**	**21 664.4**

Annex III

TRUST FUND FOR SUPPLEMENTARY ACTIVITIES: SUMMARY OF ESTIMATED RESOURCE REQUIREMENTS

(thousands of United States dollars)

Item of expenditure	2000-2001
Workshops	1 850.0
Support for non-Annex I Party communications	200.0
Software support for inventory data	150.0
Report on implementation	192.2
Information and networking on mechanisms	500.0
UNFCCC fellowship programme	150.0
Information and outreach activities	
Communication and information products	577.2
Outreach to NGOs	652.6
Networking climate change information with NFPs	617.6
Cooperation with other United Nations bodies	230.6
Subtotal	5 120.2
Overhead charge[a]	665.0
Operating cash reserve[b]	313.0
TOTAL	**6 178.9**

[a] Standard 13 per cent applied by the United Nations for administrative support.
[b] Calculated at 15 per cent.

Annex IV

ABBREVIATIONS USED IN THIS DOCUMENT

AIJ	activities implemented jointly
CARM	Conference Affairs and Resource Management programme
CBD	Convention on Biological Diversity
CDM	clean development mechanism
COP	Conference of the Parties
CSD	Commission on Sustainable Development
CTI	Clean Technology Initiative
EDM	Executive Direction and Management programme
FAO	Food and Agriculture Organization of the United Nations
GCOS	Global Climate Observing System
GEF	Global Environment Facility
GHG	greenhouse gas
GS	General Service
HFC	hydrofluorocarbon
IACSD	Inter-Agency Committee on Sustainable Development
ICAO	International Civil Aviation Organization
IDR	in-depth review
IEA	International Energy Agency
IFF	Intergovernmental Forum on Forests
IGBP	International Geosphere-Biosphere Programme
IGO	intergovernmental organization
IHDP	International Human Dimensions Programme on Global Environmental Change
IISD	International Institute for Sustainable Development
IMO	International Maritime Organization
IMP	Implementation programme
IO	Information and Outreach programme
IPCC	Intergovernmental Panel on Climate Change
JI	joint implementation
JWG	joint working group
MCC	Multilateral Consultative Committee
NFP	national focal point
NGO	non-governmental organization
OECD	Organisation for Economic Co-operation and Development
OECD/DAC	OECD Development Assistance Committee
PCEI	Planning, Coordination and Emerging Issues programme
PFG	perfluorocarbon
S&T	Science and Technology programme
SBI	Subsidiary Body for Implementation
SBSTA	Subsidiary Body for Scientific and Technological Advice

STAP	Scientific and Technical Advisory Panel (of the GEF)
TAR	Third Assessment Report (of the IPCC)
UNCCD	United Nations Convention to Combat Desertification
UNCTAD	United Nations Conference on Trade and Development
UNDM	United Nations Department of Management
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNEP/IUC	UNEP Information Unit for Conventions
UNF	United Nations Foundation
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNFCCC	United Nations Framework Convention on Climate Change
UNFIP	United Nations Fund for International Partnerships
UNIC	United Nations Information Centre
UNIDO	United Nations Industrial Development Organization
UNITAR	United Nations Institute for Training and Research
UNOG	United Nations Office at Geneva
UNOLA	United Nations Office of Legal Affairs
WHO	World Health Organization
WMO	World Meteorological Organization
WTO	World Trade Organization